

U.S. MISSION, PAKISTAN - EMBASSY ISLAMABAD

VACANCY ANNOUNCEMENT NUMBER: 13-34-T

OPEN TO:	All Interested Candidates	OPENING DATE:	February 21, 2013
POSITION:	Commercial Specialist (Trainee), FSN-9, FP-05*	CLOSING DATE:	March 06, 2013
POSITION NO:	FCS-2		
WORK HOURS:	Full-time; 40 hours/week		
SALARY:	*Not-Ordinarily Resident: US\$50,043 p.a. (Starting salary) (Position Grade: FP-05 to be confirmed by Washington) *Ordinarily Resident: Rs.1,222,464 p.a. (Starting salary) (Position Grade: FSN-9)		

NOTE: ALL ORDINARILY RESIDENT APPLICANTS MUST HAVE THE REQUIRED WORK AND/OR RESIDENCY PERMITS TO BE ELIGIBLE FOR CONSIDERATION.

The U.S. Embassy in Islamabad is seeking an individual for the position of Commercial Specialist (Trainee) in the Foreign Commercial Office.

BASIC FUNCTION OF POSITION:

Incumbent serves as a professional analyst and advisor to the Commercial Officers in planning, organizing and administering programs to facilitate the marketing of U.S. goods and services in Pakistan. Incumbent assists U.S. firms by developing and organizing marketing strategies, including market research and reporting, planning trade events and opportunities, and bringing U.S. and host country business representatives together. Analyzes market trends and prepares market research involving the sectors which he/she is assigned. Develops and maintains high-level government and private sector contacts to facilitate business development and market research duties.

A copy of the complete position description listing all duties and responsibilities is available in the Human Resources Office.

QUALIFICATIONS REQUIRED:

NOTE: *All applicants must address each selection criterion detailed below with specific and comprehensive information supporting each item.*

1. EDUCATION: University degree (sixteen years of education) in Economics, Marketing, Business Administration, or related field is required.

2. EXPERIENCE: Three years of progressively responsible experience in economic research, business management, marketing, trade promotion, commercial banking or other closely related field is required.

3. LANGUAGE: Level IV (Fluent) Speaking/Reading/Writing English and Urdu are required. Language skills may be tested.

4. KNOWLEDGE: Incumbent must possess a technical understanding of Pakistan's economy, industrial and commercial structure, business and industry customs, and laws and regulations relating to trade and investment. Incumbent must be thoroughly familiar with U.S. trade promotion goals, programs, policies and procedures including market strategies and reporting. Must possess a broad knowledge of U.S. business practices, problems, requirements and activities.

5. ABILITIES & SKILLS: Incumbent must be able to develop and maintain mid to high level contacts within the Government of Pakistan (GOP) and private sector. The ability to plan, organize, and execute complex commercial marketing projects and to prepare precise and accurate reports is required. Ability to provide advice with detachment and objectivity, while employing sound professional judgment is required. Must be proficient in MS Office Suite and other commonly used business computer programs.

SELECTION PROCESS:

When equally qualified, U.S. Veterans will be given preference. Therefore, it is essential that the candidate address the required qualifications above in the application.

ADDITIONAL SELECTION CRITERIA:

1. Management will consider nepotism/conflict of interest, budget and residency status in determining successful candidacy.
2. Current employees serving a probationary period are not eligible to apply.
3. Current employees with an Overall Summary Rating of Needs Improvement or Unsatisfactory on their most recent Employee Performance Report are not eligible to apply.
4. Applicants for the position must meet the **required** qualifications as advertised in the vacancy announcement.
5. Current employees who have voluntarily reassigned/promoted from one position to another are not eligible to apply for **six months** from the effective date of the reassignment/promotion.
6. Current employees who have received any job-related training are not eligible to apply in another section/agency for **six months** from the effective date of the training.
7. Candidates need to indicate on the Application for Employment if any family member is working in the U.S. Mission, Pakistan and, if so, in which section.
8. U. S. Mission Pakistan will not bear any travel expenses for testing, interviews, pre-employments clearances (if selected) or relocating for joining.

TO APPLY:

Interested applicants must submit their completed [DS-174](#) (Application for Employment as LE Staff) by e-mail submission only at PakJobs@state.gov. The Vacancy Announcement Number (e.g. 13-34-T) must be mentioned in the subject line of the email.

Incomplete applications or submissions received after the closing date will not be considered. Please do not attach any documents at this stage; you will be informed when your documents are required. Only those candidates meeting all the requirements will be contacted for a test/interview. To review all advertised positions, please visit Embassy website http://islamabad.usembassy.gov/employment_opportunities.html.

DEFINITIONS:

1. Ordinarily Resident (OR): A citizen of the host country or a citizen of another country who has the required work and/or residency permit for employment in country.
2. Not-Ordinarily Resident (NOR): Typically NORs are U.S. citizen EFMs (Eligible Family Members) and family members of United States Government personnel who are on the travel orders and under Chief of Mission authority, or other personnel having diplomatic privileges and immunities.

CLOSING DATE FOR THIS POSITION: March 06, 2013

U. S. Mission, Pakistan is an equal opportunity employer. All applicants will receive consideration without regard to race, color, religion, gender, national origin, disability, age, sexual orientation, social status, or political ideologies/affiliation.